

CONFIDENTIAL

Chief, Management Staff

28 November 1956

Chief, Suggestion Awards Staff

Weekly Report - Week Ending 28 November 1956

I. WORK ACCOMPLISHEDa. Agenda Distributed for SA Committee Meeting 29 November 1956

- (1) Agenda for the next Committee Meeting were distributed to members on 26 November. 9 suggestions were recommended for awards, 4 for disapproval, and one special case was included. In addition, Chief, Procurement Division/OL is scheduled to report on his divisional suggestion program for fiscal year 1956 and 1957.
- (a) For the first time, copies of the Agenda are being distributed to O&M Staff and other staffs within Mgt/S for their review to determine whether some approved suggestions may be applicable in other components than those which evaluated them. This review is intended to provide maximum application of adopted ideas with possible resultant supplementary awards to suggesters based on additional savings.
- (b) Report of CIA Suggestion Awards Plan to CSC
This report to CSC covering our Suggestion Awards Program was submitted to C/Mgt/S 20 November at whose request it was referred to Recorder, Honor Awards Board for preparation of the section covering the Honor Awards Program.
- (c) Promotion and Publicity
Two posters were posted and all poster locations were serviced in Buildings I through L on 27 November. The posters were a large one using a football theme entitled "Pass Us Your Ideas" and a small one entitled "Do It Yourself"
- (d) Records Disposition
Inactive files on closed special panel cases were sent to Chairman of the Special Panel on 28 November.
- (e) Training
Mrs. [redacted] took the two-hour tour of RI Staff on 27 November (total of 4 hours).

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